

2016

WATER AND SEWER PART TIME OPERATOR

JOB SUMMARY

Primarily facilitates in the operations of the municipal water and sewer utilities; facilitates in operations of the highway Department as needed. Work involves the operation of equipment and performance of tasks incidental to the operation of equipment and completion of assigned tasks.

SUPERVISION RECEIVED

Works primarily under the supervision of the Water and Sewer Superintendent; receives supervision by the Highway Superintendent when performing work for Highway Department. Work is carried out according to routine operating procedures. Work is reviewed for conformance with instructions and for the safety and care exercised in the operation of equipment.

SUPERVISION EXERCISED

None

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only, and may not include all duties found in this position.)

1. Operates and maintains water treatment facility and distribution system as well as sewer pumping stations and collection system. Performs various semi-skilled tasks essential to the operations and maintenance of the water and sewer utilities, equipment, and vehicles.
2. Uses computer to start and stop both wastewater and water plant equipment.
3. Installs, maintains, repairs, rebuilds, and cleans sewer manholes, water gate boxes, curb boxes, and water mains. Maintains, cleans, and repairs pumps.
4. Checks water usage charts daily; pH levels, chlorine residuals, caustic chemicals, and other chemicals in the Town drinking water daily.
5. Monitors, tests, and replenishes chemicals used in Wastewater Treatment Plant.
6. Maintains and monitors water storage tank.
7. Repairs fire hydrants as necessary; flushes hydrants twice a year; checks hydrants for flow and rate of gallons per minute; performs basic maintenance on hydrants, removes snow from around hydrants.

8. Mows grass around tank, Water Treatment Plant, wells, and sewer substations.
 9. Reads, repairs, replaces, and installs water meters.
 10. Responds to inquiries and complaints from water and sewer customers.
 11. Performs traffic control at water, sewer, and highway job sites.
 12. Responds to emergency situations that pertain to water and sewer system. Plows snow when needed for highway department.
 13. Performs weekend duties for water and sewer departments.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of basic math and basic chemistry; knowledge of basic mechanics, plumbing, and electronics; knowledge of the maintenance requirements of heavy equipment; knowledge of the work hazards, safety practices, and traffic laws relating to equipment operation. Skill in the operation of heavy equipment. Ability to use word processing, spreadsheet, and database computer software programs; ability to perform strenuous physical effort under adverse conditions; ability to perform minor maintenance work on mechanical and electrical equipment; ability to perform routine laboratory tests and analysis; ability to understand, follow, and give oral and written instructions; ability to establish and maintain effective working relationships with Town officials and employees, outside contractors, salespeople, and the general public.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or equivalent with training in water and wastewater treatment operations; possession of or the ability to obtain New Hampshire water distribution and treatment certifications for water and wastewater.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for receiving instructions from others, hearing is required; for doing the job effectively and correctly, sight is required; and for detecting odors of noxious fumes and gases, smelling is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Physical effort required in walking, climbing, lifting and carrying heavy equipment and materials (often over 50

pounds), and working in awkward and strenuous positions for extended hours and under extreme weather conditions; exposure to mud, water, dust, hazardous chemicals, fuels, lubricants, solvents, and noise; work may involve disagreeable sewage environment conditions when required to perform cleanup, repairs, and installation of equipment. Subject to injury from equipment used.